

0150-10266-0000

TRANSMITTAL

TO The Council	DATE NOV 18 2014	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT All	

**Personal Services Contract with Pacwest American Scale, LLC
For As-needed Scale Calibration, Repairs and Maintenance Services**

Approved and forwarded for consideration.
See the City Administrative Officer report attached.


MAYOR


(Ana Guerrero)

Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

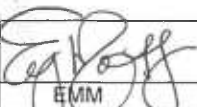


To: The Mayor	Date: 11/13/14	C.D. No. All	CAO File No.: 0150-10266-0000
Contracting Department/Bureau: Public Works/Sanitation		Contact: Antranik Saiyan, (213) 485-2799	
Reference: Transmittal from the Board of Public Works dated August 6, 2014; referred for report on August 28, 2014.			
Purpose of Contract: To provide as-needed scale calibration repairs and maintenance services at City weigh stations.			
Type of Contract: (X)New contract () Amendment		Contract Term Dates: Five years with one five-year renewal option and a second option to extend for an additional twelve months on a month-to-month basis for a total potential term of eleven years, effective at the date of execution	
Contract/Amendment Amount: \$500,000			
Proposed amount \$ 500,000 + Prior award(s) \$ 0= Total \$ 500,000			
Source of funds: Solid Waste Resouces and Revenue Fund No. 508, Central Los Angeles Recycling and Transfer Station Fund No. 47R			
Name of Contractor: Pacwest American Scale LLC			
Address: 21326 East Arrow Highway, Covina, CA 91724			
	Yes	No	N/A*
1. Council has approved the purpose	x		
2. Appropriated funds are available	x		
3. Charter Section 1022 findings completed	x		
4. Proposals have been requested	x		
5. Risk Management review completed	x		
6. Standard Provisions for City Contracts included	x		
7. Workforce that resides in the City: 0 %			
		*N/A = not applicable ** Contracts over \$100,000	

COMMENTS

In accordance with Executive Directive No. 3, the Board of Public Works (Board), on behalf of the Bureau of Sanitation (Bureau), is requesting authority to execute a contract with Pacwest American Scale, LLC (Pacwest) for as-needed scale calibration repairs and maintenance services at City weigh stations. The proposed term of the contract is five years with one five-year renewal option and a second option to extend for an additional twelve months on a month-to-month basis for a total potential term of eleven years. The cost ceiling for the contact is \$500,000. In accordance with Los Angeles Administrative Code Section 10.5(a), Council approval of the proposed contract is required because the term of the contract exceeds three years.

Background

The City of Los Angeles owns and operates commercial truck scales at the Central Los Angeles Recycling and Transfer Station (CLARTS), Lopez Canyon Environmental Center (Lopez Canyon), and the Harbor Greenwaste Mulching Facility (Harbor). Lopez Canyon and the Harbor are processing

 EMM	Analyst	06150028	 Assistant CAO	 City Administrative Officer
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sites for household greenwaste collected curb-side by the Bureau, collecting approximately 400 and 100 tons per day (TPD) of greenwaste, respectively. CLARTS accepts approximately 2,200 tpd of refuse and greenwaste from the Bureau as well as private haulers. All three facilities contain commercial truck scales that require calibration, certification, maintenance, and repairs on an as-needed basis. Currently, as-needed scale maintenance and repair is paid for using Authorities for Expenditure (AFE). No formal contract has ever been awarded for these services.

Contractor Selection Process

In accordance with Charter Section 1022, on October 13, 2010, the Personnel Department determined that City employees do not possess the expertise to perform the work proposed for contracting.

In order to find the best service and prices available on the market, the Bureau issued a Request for Proposals (RFP) on April 22, 2013. On the submittal deadline, the Bureau received two responses. The responses were evaluated and scored on the following criteria:

- Prior Experience (30%)
- Technical Requirements (30%)
- Proposed Service Fee (40%)

Pacwest received the highest overall score and the Bureau is requesting authority to execute the contract. Pacwest has complied with all City contracting requirements. The Business Inclusion Program (BIP) outlined in the Mayor's Executive Directive No. 2001-26 requires RFP respondents for bids exceeding \$100,000 to perform subcontractor outreach to all available minority, women, or other business enterprises (MBE/WBE/OBE). On November 11, 2012, the Mayor's Office waived the BIP requirements for this RFP. The City attorney has reviewed this contract as to form.

Scope of Work

Pacwest will provide various repair and maintenance services on City-owned scales. The Bureau reports that as-needed services, rather than planned calibrations, will comprise the majority of work performed under this contract. The bulk of the costs for as-needed services are for replacement parts. Specific maintenance services include but are not limited to the following:

- Quarterly calibration for CLARTS scales including two incoming scales, one outgoing scale, two tunnel scales, and one green waste transfer scale;
- Semi-annual calibration service at Lopez Canyon scales including one incoming scale, one outgoing scale and one mulch and compost loading scale;
- Semi-annual calibration service for Harbor mulch loading scale;
- As-needed regular service response within 24 hours; and,
- As-needed emergency service response within four hours of notification from the Bureau.

Compensation, Invoicing and Payment

Under Article 10 of the contract, quarterly and semi-annual calibrations will be billed at a flat rate. As-needed regular and emergency repairs will be billed on an hourly basis. As-needed costs include the sum of labor costs at hourly billing rates, direct costs (including parts) plus 10 percent and a flat rate

for service vehicle trips. The following service rates are included in Section 10, Table A of the proposed contract, and in the table below:

Service	Rate
Quarterly Calibration at CLARTS	\$750.00
Semi-annual Calibration at Lopez Canyon	\$700.00
Semi-annual Calibration at Harbor Facility	\$500.00
As-needed emergency repairs	\$103.50/hr
As-needed regular service	\$69.00/hr
Service truck per as-needed trip	\$100.00
Heavy capacity truck per as-needed trip	\$200.00

Per Article 10.7 of the contract, Pacwest will be required to submit invoices for work that has been performed to the City's satisfaction. Invoices shall include all necessary backup documents as may be reasonably required by the City to establish the monetary amount of the invoices being paid.

RECOMMENDATION

That the Council authorize the Board of Public Works, on behalf of the Bureau of Sanitation, to execute the proposed contract with Pacwest American Scale for the provision of as-needed scale maintenance and repair for a term of five years with one five-year renewal option and a second option to extend for an additional twelve months on a month-to-month basis for a total potential term of eleven years, with a cost ceiling of \$500,000.

FISCAL IMPACT STATEMENT

There is no General Fund impact. Sufficient funds within the Solid Waste Resources and Revenue Fund and the Central Los Angeles Recycling and Transfer Station Fund are available to support the first year costs of the proposed contract. Future funding will be provided through the City's annual budget process and is subject to Mayor and Council approval. The recommendation in this report complies with the City's Financial Policies as ongoing revenue will support ongoing expenditures.

MAS:EMM:06150028

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

August 6, 2014

OFFICE OF THE
BOARD OF PUBLIC WORKS

200 NORTH SPRING STREET
ROOM 361, CITY HALL
LOS ANGELES, CA 90012
(213) 978-0261
(213) 978-0278 Fax

ARLEEN P. TAYLOR
EXECUTIVE OFFICER

<http://www.bpw.lacity.org>

BOARD OF PUBLIC WORKS MEMBERS

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MICHAEL DAVIS
COMMISSIONER

BARBARA ROMERO
COMMISSIONER

#3 BOS/BCA

Mayor Eric Garcetti
Room No. 305
City Hall
Attn: Mandy Morales


Subject: AUTHORITY TO AWARD AND EXECUTE PERSONAL SERVICES CONTRACT WITH PACWEST AMERICAN SCALE LLC FOR AS NEEDED SCALE CALIBRATION REPAIRS AND MAINTENANCE SERVICES

As recommended in the accompanying report of the Directors of the Bureaus of Sanitation and Contract Administration, which this Board has adopted, the Board of Public Works requests approval and forwarding to the City Council for approval and authorization to execute a Personal Services Contract with PACWEST AMERICAN SCALE LLC for as needed scale calibration, repairs and maintenance services.

FISCAL IMPACT

First year (FY 2014-2015) funding is included in the Proposed Budget for FY 2014-2015 and is as follows: Fund 100, Department 82, Contractual Services Account 003040 in the amount of \$50,000.

Respectfully submitted,


Arleen P. Taylor, Executive Officer
Board of Public Works

APT:mp

2014 AUG 29 PM 12:36
CITY ADMINISTRATIVE OFFICER

0150-10266-0000

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

August 6, 2014

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#3 BOS/BCA

Mayor Eric Garcetti
Room No. 305
City Hall
Attn: Mandy Morales


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Arleen P. Taylor, Executive Officer
Board of Public Works

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2014 AUG 29 PM 12:36
CITY ADMINISTRATIVE OFFICER

DEPARTMENT OF PUBLIC WORKS

Bureau of Sanitation
Bureau of Contract Administration
Joint Board Report No. 3
August 6, 2014

ADOPTED BY THE BOARD
PUBLIC WORKS OF THE CITY
of Los Angeles California
AND REFERRED TO THE MAYOR
AUG - 6 2014


Executive Officer

CDs: 7, 14 & 15

AUTHORITY TO AWARD AND EXECUTE PERSONAL SERVICE CONTRACT
WITH PACWEST AMERICAN SCALE LLC (PACWEST) FOR AS NEEDED SCALE
CALIBRATION REPAIRS AND MAINTENANCE SERVICES

RECOMMENDATIONS

1. Approve and forward this report with transmittals forthwith to the Mayor and City Council (Council) with the request that the Board of Public Works (Board) be authorized to execute a Personal Services Contract with PACWEST AMERICAN SCALE LLC (PACWEST) for as needed scale calibration, repairs and maintenance services.
2. Upon the Mayor and Council's authorization, the President or two members of the Board will execute the contract;
3. Return the executed contract to the Bureau of Sanitation (Bureau) for further processing. For pick up, contact Antranik Saiyan of Solid Resources Processing & Construction Division (SRPCD) at 213-485-2799 or Quonita Anderson of the Bureau at 213-485-4246.

TRANSMITTALS

1. Copy of the Bureaus of Sanitation and Contract Administration Joint Board Report No. 1, adopted April 17, 2013, requesting authority to distribute a Request for Proposals (RFP) for As Needed Scale Calibration, Repairs and Maintenance Services.
2. Copy of the RFP for As Needed Scale Calibration, Repairs and Maintenance Services.
3. Copy of adopted Joint Board Report No. 1, dated December 13, 2013, authorizing Bureau of Sanitation to negotiate Personal Services Contract with PACWEST for As Needed Scale Calibration, Repairs and Maintenance Services.
4. Copy of the proposed Personal Services Contract between the City of Los Angeles and PACWEST. Originals will be delivered to the Board Office when Antranik Saiyan (213-485-2799) is notified that the contract is ready for execution.

DISCUSSION

Background

The City of Los Angeles owns and operates commercial truck scales at the Lopez Canyon Landfill located at 11950 Lopez Canyon Road, Lake View Terrace, CA 91342, Central Los Angeles Recycling and Transfer Station (CLARTS) located at 2201 E. Washington Blvd., Los Angeles CA 90021 and Harbor Greenwaste Mulching facility located at 1400 N. Gaffey Street, San Pedro, CA 90731.

All three (3) facilities have commercial truck scales that require calibration, certification, maintenance and repairs on as needed basis.

The authority to distribute an RFP for As Needed Scale Calibration, Repairs and Maintenance Services was approved by the Board on April 17, 2013 (Transmittal No. 1) and the RFP was subsequently posted on the Los Angeles Business Assistance Virtual Network (LABAVN) on April 22, 2013 (Transmittal No. 2). A pre-proposal meeting was held at the Public Works Building on May 10, 2013, in which a total of 5 people representing three companies attended.

On the submittal deadline, the City received a total of two (2) proposals, namely PACWEST and ADMIRAL WEIGHING SYSTEMS. The Business Inclusion Program (BIP) outreach requirements were waived due to the fact that small, experienced crews along with customized scale calibration trucks provide such services, and that there are no opportunities for subcontracting.

Local Business Preference Program

The Local Business Preference Program (LBPP) which was established by Ordinance No 181910 did not have any bearing on the evaluations as neither proposers were certified local businesses. Therefore, no additional points were awarded to either Proposer.

Business Inclusion Program (BIP)

Due to the absence of subcontracting opportunities on this project, the Business Inclusion Program Outreach requirement was waived for this RFP.

Proposer Evaluations

The evaluation and scoring of the proposals were completed by an Evaluation Panel consisting of five (5) Bureau of Sanitation Solid Resources Program staff who evaluated the proposals based on the criteria established in the RFP.

Table 1. Scores and Ranks of the Proposals

Evaluation Criteria		Max Points	PACWEST	ADMIRAL
1	Prior Experience	30	28	26
2	Technical Requirements	30	30	29
3	Proposed Service Fee	40	23	23
SUB-TOTAL SCORE		100	81	78
Local Business Preference Program		8	0	0
TOTAL SCORE			81	78

PACWEST's slight advantage was due to their vast experience on Avery Weight-Tronix scales that the City mostly uses.

On December, 2013, the Board adopted the Joint Board Report (Transmittal #3) requesting the authority to negotiate a personal services contract with PACWEST for As Needed Scale Calibration, Repairs and Maintenance Services. Negotiations with PACWEST have concluded and attached is the proposed contract (Transmittal #4) for which the Bureau is requesting execution. Table 2 shows negotiated service rates for a list of services deemed necessary for the proper operation of the truck scales.

Table 2. Service rates

ITEM	TYPE OF SERVICE	RATE*
1	Quarterly calibration service fee for six existing CLARTS scales (2 incoming scales, 1 outgoing scale, 2 tunnel scales and 1 green waste transfer scale, total 6). Service fee shall include applicable equipment and transportation cost.	\$750.00
2	Semi-annual calibration service for existing Lopez Canyon scales (1 incoming scale, 1 outgoing scale and 1 mulch & compost loading scale, total 3). Service fee shall include applicable equipment and transportation cost.	\$700.00
3	Semi-annual calibration service for existing Harbor mulching facility mulch loading scale. Service fee shall include applicable equipment and transportation cost.	\$500.00
4	As needed emergency service (response within 4 hours) Scale Repairs & Maintenance Service labor hourly rate.	\$103.50

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5	As needed regular service (response within 24 hours) Scale Repairs & Maintenance Service labor hourly rate.	\$69.00
6	Service truck per return trip	\$100.00
7	Heavy capacity test truck per return trip	\$200.00

*Material shall be billed at cost plus 10% markup.

PROPOSED TERM OF AGREEMENT AND COST CEILING

The proposed contract term will be for five (5) years, with one (1) 5-year renewal option. The total estimated contract ceiling for the first 5-year term and the one (1) 5-year renewal option is \$500,000.

OTHER CITY POLICIES AND REQUIREMENTS

PACWEST shall comply with all City requirements, including:

- Non-Discrimination/Equal Employment Practices/Affirmative Action
- Living Wage and Service Contractor Worker Retention Ordinances
- Equal Benefits Ordinance
- Business Tax Registration Certificate
- Child Support Obligation Ordinance
- Insurance and Performance Bond Requirements
- Slavery Disclosure Ordinance
- Americans with Disabilities Act
- Municipal Lobbying Ordinance
- Los Angeles Residence Information
- Contract History
- Non-Collusion Affidavit
- First Source Hiring Ordinance
- Contractor Bidder Campaign Contribution and Fundraising Restriction

NOTIFICATION OF INTENT TO CONTRACT

The required Notification of Intent to Contract was filed on August 20, 2010 with the CAO Clearinghouse.

CHARTER SECTION 1022

The CAO issued the 1022 determination report on October 13, 2010 and determined that there was an insufficient number of City staff to perform the work proposed to be contracted.

CONTRACTOR RESPONSIBILITY ORDINANCE

All contractors participating in this program are subject to compliance with the requirements specified in the City of Los Angeles's Contractor Responsibility Ordinance #173677, [Article 14, Chapter 1, Division 10, L.A.C.C.]. Failure to comply with the requirements specified in this ordinance will render the bidder's contract subject to termination pursuant to the conditions expressed therein.

CONTRACTOR PERFORMANCE EVALUATION

In accordance with Article 13, Chapter 1, Division 10 of the City of Los Angeles Administrative Code, the appropriate City personnel responsible for quality control of this personal services contract shall submit Contractor Performance Evaluation Reports to the Bureau of Contract Administration upon completion of these contract.

LOS ANGELES RESIDENCE INFORMATION

The headquarters of PACWEST is 21326 East Arrow HWY., Covina, CA 91724. PACWEST employs 20 people, of which 7 reside in the City of Los Angeles.

APPROVED AS TO FORM

The proposed contract has been approved as to form by the Office of the City Attorney.

CONTRACT ADMINISTRATION

Responsibility for the administration of this contract will be with the Solid Resources Processing & Construction Division, Bureau of Sanitation.

STATUS OF FINANCING

First year (FY 14-15) funding is included in the Proposed Budget for FY 14-15 and is as follows: Fund 100, department 82, contractual services account 003040 in the amount of \$50,000.

The contract includes a "Financial Liability Clause" which states that the City's liability under this contract shall only be to the extent of the present appropriation to fund the contract. However, if the City shall appropriate funds for any succeeding years, the City's liability shall be extended to the extent of such appropriation, subject to the terms and conditions of the contract.

Total for Fiscal Years 2015-2024 Funds in the amount of \$500,000 will be requested during the budget process as follows:

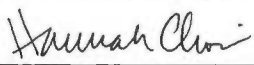
	Fund-Department	Account	Amount Available
FY 2014-2015	100/82	003040	\$50,000
FY 2015-2016	100/82	003040	\$50,000
FY 2016-2017	100/82	003040	\$50,000
FY 2017-2018	100/82	003040	\$50,000
FY 2018-2019	100/82	003040	\$50,000
FY 2019-2020	100/82	003040	\$50,000
FY 2020-2021	100/82	003040	\$50,000
FY 2021-2022	100/82	003040	\$50,000
FY 2022-2023	100/82	003040	\$50,000
FY 2023-2024	100/82	003040	\$50,000
TOTAL			\$500,000

Respectfully submitted



 ENRIQUE C. ZALDIVAR, Director
 Bureau of Sanitation


 JOHN L. REAMER JR., Director
 Bureau of Contract Administration

COMPLIANCE REVIEW PERFORMED
 AND APPROVED BY:


 HANNAH CHOI, Program Manager
 Office of Contract Compliance
 Bureau of Contract Administration

APPROVED AS TO FUNDS:


 VICTORIA A. SANTIAGO, Director *7/21/14*
 Office of Accounting
 Date: _____

Prepared by: Antranik Saiyan, SRPCD
 (213) 485-2799